

## **City of Wenatchee**

### **REQUEST FOR PROPOSALS Stormwater Operation & Maintenance Plan Template for Eastern Washington Communities**

The City of Wenatchee is requesting proposals for professional consultant services for the purposes of developing a stormwater operation and maintenance (O&M) plan template for eastern Washington communities in compliance with the current Eastern Washington NPDES Phase II Municipal Stormwater Permit. This project will also include training for local government staff on pollution prevention and good housekeeping best management practices. The project team will consist of representatives from Chelan County, Douglas County, East Wenatchee and Wenatchee.

#### **I. Project Schedule**

The tentative schedule is as follows:

Begin work no later than	May 2010
Provide initial draft template	August 2010
Complete final template	October 2010
Pollution prevention training for staff	January/February 2011

#### **II. Qualifications**

Consultants must have experience in preparing operations and maintenance plans for municipal government as well as a strong knowledge of stormwater regulations and best management practices. Experience in providing training is required.

#### **III. Evaluation and Criteria Process**

Factors that will be considered in the evaluation of proposals include:

- Project related experience;
- Cost/budget;
- Qualifications of key personnel;
- Consideration for ease of use and customization of the template;
- Content and presentation of the written proposal.

Each proposal will be independently evaluated on the above factors. After evaluation by the project team, a short list of consultants may be invited for interviews.

#### **IV. Submittal Requirements**

Proposals shall include the following information, at a minimum:

- Statement of interest pertaining to this specific project;
- The names of individuals who will be working on the project, their areas of responsibility, and specific experience relative to the project;
- A summary of hourly billing rates;

- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product;
- A proposed budget based on the above outline of tasks, products and schedules;
- Client references with contact name(s) and telephone number(s) of projects where similar work was performed.

Please submit one original and four (4) copies.

#### **V. Scope of Services**

- Client meetings (at least three);
- Prepare a draft template that meets the permit requirements and addresses the types of municipal operations found in eastern Washington;
- Prepare a final template and submit it electronically in Microsoft Word;
- Provide three 2 - 3 hour training sessions over two days for local government staff on pollution prevention and good housekeeping best management practices. The training facility will be provided. The target audiences for the training are road crews, utility and parks maintenance staff, inspectors, and facility maintenance workers. Each session is expected to have 20 - 35 attendees.

For more information, contact Jessica Shaw, Environmental Manager (509) 888-3225.

Submit Proposals to:

City of Wenatchee  
Department of Public Works  
Attention: Jessica Shaw  
1350 McKittrick Street, Suite A  
Wenatchee, WA 98801

**Proposals must be received by 5:00 p.m. on Friday, April 9, 2010.**